



PERSONNEL ISSUES & YOU

UPPS Newsletter 2008-4

April 2008

Message from the Director

Spring is finally here and though the weather hasn't changed just yet, I'll bet most of you are anticipating it as much as I am. Recently, Secretary Jackson formed an Executive Leadership Team and Pathfinders group and assigned them the task of identifying, improving and formalizing the true intent of the Personnel Cabinet. From their task I am pleased to share with all of you our new **Pathway to Progress**.

Our MOTTO

"Serving the People Who Serve the People"

Our MISSION

The Personnel Cabinet provides leadership and guidance to attract, develop, motivate and retain a talented, diverse workforce; foster an understanding of and adherence to regulatory requirements; and create a positive, supportive work environment that values all employees.

Our VISION

To be regarded by our employees and stakeholders as a trusted and valuable resource for innovative; accessible and responsive human resources services.

Our VALUES

Integrity

We believe in adherence to the highest standards of conduct and the conviction to do what is legally and morally right.

Quality

We are committed to providing quality customer service. We will continually review our business processes based on customer needs and establish measures by which we will monitor our effectiveness.

Diversity

We believe that embracing people from diverse backgrounds adds to the richness and creativity of our workforce. We will ensure all people have equal access to the Commonwealth's employment opportunities and other human resource services.

Innovation

We are committed to finding new and creative ways to service our customers. We will apply progressive thinking to our systems, processes and services.

Mary Elizabeth Harrod

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Commissioner
Carla Hawkins
Department for Personnel
Administration

Secretary
Nikki R. Jackson
Personnel Cabinet

Director
Mary Elizabeth Harrod
Division of Employee
Management

Security:

George Gamble will be retiring on April 30, 2008. Therefore, Gail Cooper and Greg McGaughey, of the Personnel Cabinet's Payroll Branch, will be assuming the security role for CICS. Starting May 1, 2008, please contact them for assistance. You can reach Gail Cooper at 502/564-6709 and Greg McGaughey at 502/564-6714.

Classification & Compensation

Reorganization Timelines:

Just a reminder of the email sent on 03/11/08. Upon adjournment of the 2008 General Assembly, a number of agencies will be submitting reorganization requests to the Office of the State Budget Director (OSBD) and the Personnel Cabinet with a June 16th effective date. All reorganization packages involving Executive Orders (Orders affecting Divisions, Departments, Offices, and Cabinets) require a 60 day review process and should be submitted to OSBD no later than April 30th (Date extended from the 16th as previously stated). Stand alone Administrative Orders (Orders affecting Branches, Sections, or Units) require a 30 day review process and should be submitted no later than May 16th.

I encourage those who did not attend the reorganization training presented by GOPM and the Personnel Cabinet last March to attend this year's training. There is still time to register for the last training date which has been scheduled for 14th. You may contact Terry Sullivan at terry.sullivan@ky.gov to register for the training. (See below for details)

If you have reorganization questions, you may contact Jim Lambert at jim.lambert@ky.gov.

Training Reminder

Cabinet/Agency Reorganization Training

Monday, April 14, 2008

8:30 a.m. until 11:00 a.m

State Office Building, 501 High Street, 2nd Floor training room.

(enter through the front entrance of the building and sign-in at the registration desk)

Please email Terry Sullivan at terry.sullivan@ky.gov if you have any questions or would like to confirm your planned attendance.

CAP and Establish Position (E71) Actions:

Agency CAP has always been a consideration when reviewing establish position actions. More recently you have probably noticed that Classification analysts have been paying extra close attention to that factor as request may be denied if the agency is over their CAP. Please remember that Requests for Personnel Action Exemptions that are approved by the Governor's Office can still be denied by the Personnel Cabinet if the denial is deemed necessary. If your agency receives a denied action due to CAP, please contact your analyst at GOPM for further CAP questions.

Board Orders/Retirement:

When an employee wins a Personnel Board, Court case or a settlement agreement is reached (either through the Board, Court, or Mediation) and the Commonwealth is directed to make restitution to the employee for wages, this payment is considered to be taxable wages and must be paid through our payroll system, in accordance with 200 KAR 12:030 (<http://www.lrc.ky.gov/kar/200/012/030.htm>). To ensure that all requirements of the order or agreement are met, the payment must be reviewed by Personnel Cabinet legal counsel prior to the processing of the payment. For this reason, the payment must be submitted on a SAS-27 payroll voucher, along with all documentation supporting the payment related to the order, and cannot be created through CICS. Under no circumstances should it be paid through POT or PTL.

When a SAS-27 payroll voucher for a Court or Board order, Mediation or other settlement payment is sent to the Personnel Cabinet for processing, the payment must be accompanied by all relevant documentation. This should include, at a minimum, a copy of the order or agreement (or other authorizing documentation), a P-1 worksheet or other documentation showing the actions affected by the order, and a copy of a letter from Kentucky Retirement Systems indicating employer and employee contributions and interest on the payment amount. The contributions and interest must be included on the SAS-27. The employee retirement contribution is entered on the employee side of the calculation, while the employer contribution, plus both employer and employee interest, are paid by the state and entered on the state side of the calculation. The most expedient way to get the information to and from Retirement Systems is to fax the information and to request a return reply fax. Kathy Whitehouse at Retirement Systems handles Retirement calculations on board orders and may be contacted with any questions or issues related to this process. Kathy's email is kathy.whitehouse@kyret.com. Her telephone number is 696-8800 x 8470. Her fax number is 696-8806.

If the employee had been suspended or terminated (there was a period of unemployment) and is now being made whole, the agency must also include all documentation related to making the employee whole, including the employee affidavit. For assistance in determining the documentation needed, please refer to Chapter 9 of the payroll manual or contact the Department for Employee Management's Payroll Branch for assistance.

After the SAS-27 is processed and paid, the payment should be updated in the system as a 923. If the employee has no record in the current system, you must set up the employee in POPY, and then you can update the 923 transaction for the payment.

For questions regarding these payments, please contact the Division of Employee Management, Payroll Branch, 502/564-6883.

Upcoming Payroll Schedules

April 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 MAR 16-31 Manual pay & health ins. update	2 MAR 16-31 Manual pay & health ins. update	3 MAR 16-31 Manual pay & health ins. Update Last day p1's can be approved for payroll.	4 MAR 16-31 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	5
6	7 MAR 16-31 No Update	8 MAR 16-31 No Update	9 MAR 16-31 Update/ health ins	10 MAR 16-31 Update/ health ins	11 MAR 16-31 Update/ health ins. Last day p1's can be approved for supp payroll	12
13	14 MAR 16-31 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	15 MAR 16-31 No Update PAYDAY	16 APR 1-15 Manual pay & health ins. update	17 APR 1-15 Manual pay & health ins. update	18 APR 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	19
20	21 APR 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	22 APR 1-15 No Update	23 APR 1-15 No Update	24 APR 1-15 Update/ health ins.	25 APR 1-15 Update/ health ins.	26
27	28 APR 1-15 Update/ health ins. Last day p1's can be Approved for supp payroll	29 APR 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	30 APR 1-15 No Update PAYDAY			

May 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 APR 16-30 Manual pay & health ins. update	2 APR 16-30 Manual pay & health ins. update	3
4	5 APR 16-30 Manual pay & health ins. Update. Last day p1's can be approved for payroll	6 APR 16-30 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	7 APR 16-30 No Update	8 APR 16-30 No Update	9 APR 16-30 Update/ health ins.	10
11	12 APR 16-30 Update/ health ins.	13 APR 16-30 Update/ health ins. Last day p1's can be approved for supp payroll	14 APR 16-30 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	15 APR 16-30 No Update PAYDAY	16 MAY 1-15 Manual pay & health ins. update	17
18	19 MAY 1-15 Manual pay & health ins. update	20 MAY 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	21 MAY 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	22 MAY 1-15 No Update	23 MAY 1-15 Update/ health ins.	24
25	26 MAY 1-15 STATE HOLIDAY MEMORIAL DAY	27 MAY 1-15 Update/ health ins.	28 MAY 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	29 MAY 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	30 MAY 1-15 No Update PAYDAY	31

Optional Insurance Rates

<u>Burch</u>	<u>2007 Plan Year</u>	<u>2008 Plan Year</u>
Single	19.50	20.75
Dual	34.50	36.75
Family	49.50	52.75

CompBenefits - Dental AVK3 Plan

Employee	17.36	17.36
Employee + One	32.36	32.36
Employee + Family	45.44	45.44

C250Z Plan-Dental

Employee	13.00	14.00
Employee + One	26.00	28.00
Employee + Family	39.00	42.00

PPO (EP510) Plan - Dental - NEW! Effective January 2008

Employee	20.88
Employee + One	38.94
Employee + Family	54.64

VisionCare Plan

Employee	7.50	7.50
Employee + One	18.00	18.00
Employee + Family	21.00	21.00

*Website for State Employees - WWW.compbenefits.com/custom/kentucky-state-emp/

Dental Care Plus (formerly Adenta)

Single	25.75	27.30
Double	47.65	50.51
Family	65.22	69.13

Fortis - AssurantFreedom Preferred

Employee	30.05	32.90
Employee + One	59.50	65.14
Employee + Family	92.03	100.76

Freedom Basic

Employee	16.49	18.05
Employee + One	31.01	33.94
Employee + Family	54.30	59.45

Summit moves to Heritage Secure

Employee	9.30	9.30
Employee + One	15.73	15.73
Employee + Family	24.81	24.81

Health Resources, IncDHO 6B

Employee	32.38	32.38
Employee & Spouse	66.38	66.38
Employee & Child	72.86	77.70
Employee & Family	110.74	113.32

United ConcordiaConcordia Plus (formerly DHMO)

Employee	15.27	16.49
2-party	31.43	33.94
Family	45.94	49.62

Concordia Flex (formerly FFS)

Employee	36.60	39.53
2-party	70.20	75.82
Family	122.31	132.09

Spectera (Vision)

Employee	6.92	7.27
Employee + Spouse	13.75	14.44
Employee + Child(ren)	14.43	15.15
Family	20.58	21.61

These are **2008** rates we have received notification of thus far.

As we continue to get **2008** rates for other Optional Insurance companies, we will include those in the newsletter each month.

***PLEASE NOTE* Highlighted section(s) indicate changes made since last listing was distributed.**

Updated: 03/18/08 (SG)

Processing & Records

Change to ACE/ERA Process:

Below are revised instructions for processing ACE and ERA award requests that carry an effective date of May 16, 2008 or later.

- 1.) Complete a Request for ACE or ERA Award form. This is a new form that replaces the need for completing the Request for Personnel Action Exemption form and attaching a justification letter for ACE/ERA actions.
- 2.) Submit the completed form to the Secretary of the Governor's Executive Cabinet for approval, via email, at paa.mailbox@ky.gov.
- 3.) Further processing remains the same.

A copy of this new form is included below but is also available in the forms library on the Personnel Cabinet's website:

If you have any questions, please feel free to contact the Division of Employee Management at 502/564-6464.

Request for ACE or ERA Award

Name of Recipient:
Classification:
Incr. Date:
Cabinet/Department:
Division/District:
Branch/Section:

SSN:
Position No.:
Grade:
Grade Midpoint:
Work Schedule: ☐ 37.5 /or/ ☐ 40

Type of Award Requested: (check one)

<input type="checkbox"/> ACE	<input type="checkbox"/> ERA
(up to 10% of grade midpoint)	(up to 5% of annual grade midpoint)
% = \$ +\$ = \$ (new salary)	% = \$ +\$ = \$ (lump sum)
Request is being submitted pursuant to:	Request is being submitted pursuant to:
select one	select one
<input type="checkbox"/> Educational Achievement Award has not been granted for the same training/education.	<input type="checkbox"/> Act/Idea has not been submitted for consideration and/or approved as an Employee Suggestion System Award.
This candidate must meet the following criteria:	
<input type="checkbox"/> Has an established annual increment date	
<input type="checkbox"/> Has 12 consecutive months in this department	
<input type="checkbox"/> Has 24 consecutive months in state service	
<input type="checkbox"/> Has not received an ACE or same award in the past 24 months. (Date of last ACE)	
<input type="checkbox"/> Has not received another award (ERA) in the past 12 months (Date of last ERA)	
Justification:	
For ERA: Performance has resulted in financial savings or improvement in services or distinguished performance in special projects has significantly benefited the department, as follows (be specific):	
For ACE: Has sustained exceptional performance, assumed additional duties, or acquired professional or technical skills through job-related licensure, certification, or formal training that will improve performance as follows (be specific):	

☐ I certify that funds are available and are set aside for this award.

Submitted by:

Appointing Authority/ Cabinet Secretary

Date:

Approved by:

Secretary of the Governor's Office Approval:

Date:

In the past month, members of the Personnel Cabinet COS team conducted agency visits to discuss issues surrounding COS. We have compiled a list of the most 'frequently asked questions' and comments and would like to share them with you. We will continue to seek your feedback in the weeks and months to come as we make changes and improvements to the system to better serve all of our COS users. Attached are topics that were part of the discussion with most agencies.

1. **Merit Appointment form:** The Personnel Cabinet has formed work groups composed of members of the Division of Staffing Services and Employee Management to identify any fields on the form that need to be modified or need clarification on the label for particular fields. Also, employees from Processing and Records Branch in Employee Management have been entered as system users so they can access COS applications.
2. **Print function not working for agency users:** At the time of our meetings the print feature was not working for applicants at all. That issue has been resolved. However, the print feature is not meeting Kentucky's needs as it requires browser settings that not all applicants may be able to set. The vendor will be working on a new approach to have the application e-mailed to applicants for printing which would be easier and improve system performance. This is expected in June. In addition, a performance fix is expected to be released April 7, to address a print problem some end users are experiencing where they cannot print specific candidates applications.
3. **HR Status:** In speaking with agency representatives, it was determined that the Personnel Cabinet had designed an excess of agency HR Statuses. In addition, the recent changes made in the workflow of the Personnel Cabinet Background Review process prompted we revise the location of this status as well. We completed modifications to delete several statuses after *certified*. Also, the QA review and Interview statuses are now reversed, so it will be possible to document all applicants who were interviewed without having to move them to QA review. The COS training manual has been updated to reflect these changes.
4. **Candidates disappearing from agency view after one is set to "appoint" status:** "Appointment Form PC Review Complete" HR status is now viewable by agencies, thus allowing them proper access and oversight to their appointment process. The Personnel Cabinet will now leave reqs with an appointment open until they expire or the req creator requests closure.
5. **Can we make increment date default on merit appointment form?**
Unfortunately this cannot be set to default as the increment date is tied to effective dates and probationary periods for the positions and the form cannot be programmed to factor in these associated dates.
6. **One field on Merit Appointment form asks user to select KY and it's the only choice:** This field can not be changed.
7. **What if no applicants nominate (apply) to a posting?** The counselor/reviewer assigned to the req will monitor the number of applicants applying to the posting during the 10 day posting period. If no applicants apply, the database can be searched to identify applicants previously approved in other like job titles with similar minimum requirements, where applicable, and the Personnel Cabinet can contact these applicants to suggest they consider the posted position. Agencies may also work with Kim Roush in the Recruitment Branch to assist with recruiting efforts.
8. **When the application is printed, the social security number is missing:** That field was designed to operate that way for security protection and addressed a concern the Personnel Board expressed in early previews of COS.
9. **Elink is difficult to use:** Although there are features of elink that are helpful, one of which is the ability to send req information to non-system users, it is not an ideal way to review registers. Those receiving elinks can not sort or search the candidates since they are not working within the req folder. Also, as candidates' talent records grow, it becomes very difficult to efficiently select and send the applicable forms from talent records to elink users. A more efficient approach is to add additional Agency Level 3 system users. They have limited access with the actions they can perform, but would have access to the req folder to review candidates.

- 10. Communications to applicants from the Personnel Cabinet are not very quick:** The Personnel Cabinet is working on a system change that when implemented will allow applicants to view their status in relation to the job postings for which they have applied. At that point, we will discontinue sending some of the communications currently sent such as “approved for class”. The statuses available for view will end at “certified”. Implementation of this feature is scheduled the week of the March 31.
- 11. Could the Personnel Cabinet delete “statewide” from the county choice field on the application?** We are working with the vendor to see if this change is feasible. However, we have updated our information literature to more fully explain what choosing ‘state-wide’ means with regards to work station.
- 12. Some employees have complained that the application takes too long to complete in one sitting:** There are 21 required fields on the application that must be completed before the initial application entry can be saved. These fields are denoted with a red asterisk. Once these fields are completed the application can be saved. The remaining fields may be completed on subsequent visits to their account by going to “edit your profile”.
- 13. Can we add an ‘interview request’ letter to our communications?** Yes, each agency may submit draft templates of letters they would like to send to applicants to the Personnel Cabinet for review, approval and implementation. Using an interview request communication allows agencies to utilize emails when inviting applicants to interview thus saving time and money. Similar templates can be created for “regret” letters, etc.
- 14. Can we have access to closed requisitions (registers)?** Yes, contact the Register Branch and they will open the req and put on hold. This allows an agency access without being able to modify the folder.

PERSONNEL CABINET TELEPHONE LISTING, APRIL 2008

OFFICE OF THE SECRETARY, 3rd Floor (4-7430)
 Secretary Nikk Jackson, Wayne Harman, x 46797
 Deputy Sec. Timothy Longmeyer, Jamie Allen, x 49657
 Misty Bevins-Reynolds, x 46798, Tina Goodman, x 45973
 Sonja Cox, x 46791
 Crystal Pryor, x 49653

OFFICE OF ADMINISTRATIVE SERVICES, 3rd Floor (4-7430)
EXEC DIRECTOR'S OFFICE ADMINISTRATIVE SERV.
 Burr Lawson, Walt Gaffield, x 46749
 Suzette Gash, 46738, Natalie Jackson, x 46762
 Scott McKenzie, x 46770, Rachel Jackson, x 46740
 Sherry Kefauver, x 43638
 Elinda Manley, x 46758

OFFICE OF LEGAL SERVICES
EXEC DIRECTOR'S OFFICE, 3rd Floor (4-7430)
 Dan Egbers, Joe Cowles, x 46804
 Dinah Bevington, x 46780, Tanya Lawrence, x 46783
 Sue Britton, x 46773

OFFICE FOR EMPLOYEE RELATIONS
EXEC DIRECTOR'S OFFICE, 3rd Floor (4-7911)
 Mary Hook, SAFETY PROGRAM
 Mary Greenwell, x 46815, Scott Gasser, x 46814
 Lee Cowherd x 46811

DIVISION OF EMPLOYEE BENEFITS
 3rd Floor
WORKERS COMPENSATION LIFE INSURANCE
 (4-6847) 888-860-0302 (4-4774) 800-267-8352
 Melissa Clay, x 46655, Sharon Spencer, x 45599
 Jeffrey Hockensmith, x 46642, Gaye Adcock, x 45591
 Matthew Hutcherson, x 46645, Michele Ellis, x 45592
 Valerie McGrath, x 46648, Melinda Giles, x 45593
 Paula Spicer, x 46654, Joe Hughes, x 45595
 Jeri Payton, x 45596
 Kim Quinn, x 45598

RETURN TO WORK
 (4-0348)
 Donna Shelton, x 46625
 Vickie Smitha, x 40348

DIVISION OF EMPLOYEE SERVICES & RECOGNITION
DIRECTOR'S OFFICE, 3rd Floor (4-3433), 866-725-5463
 Darlene Stewart, x 45953
EMP ASSISTANCE WORKPLACE RELATIONS
BUSH BLDG (4-5788) Linda House Patrick, x 45974
 800-445-5327
EMPLOYEE RECOGNITION
 Trina Koontz, x 223, Debbie Bohannon, x 45954
 Zack Culver, x 225, Mandi Flynn, x 45955
 Barbara Henderson, x 222
 Rebecca Waddle, x 221

OFFICE OF GOVERNMENTAL SERVICES CENTER
 @ Kentucky State University, 400 East Main Street
 Academic Services Bldg - 4 W, Frankfort, KY 40601
 Main Number: 502/564-8170 or 564-7455
EXEC DIR'S OFFICE TRAINING & EMPLOYEE DEVELOPMENT
 Sissy Meredith, Jeanne Olivas, x 243
 Esteva Calse Draggs, Kimberly Bynes, x 245
 Catrice Clemens, x 221, Katy Cave, x 253
 Blaike Wellington, x 221, Stan Riley, x 237
 Jon Samokar, x 254
PERFORMANCE MGMT Rick Schad, x 236
 (564-3090) Donna Simpson, x 223
 Johnny Keene, x 225
 Regina Edington, x 259
 Regina Gravitt, x 260
ORGANIZATIONAL DEVELOPMENT & SPECIAL PROJECTS
 David Finley, x 256, Tim Anderson, x 247
 Wes Swamer, x 227, Wendy Campbell, x 235
 Jamille Smith, x 238

OFFICE OF HUMAN RESOURCE PLANNING & DIVERSITY INITIATIVES
EXEC DIRECTOR'S OFFICE, 1st Floor (4-8000)
 Michelé Lawlis, Colene Elridge, x 46869
 Amy Ernest, x 45305, Bruce Trent, x 45324

DIVISION OF EQUAL DIVISION OF DIVERSITY
EMPLOYMENT OPPORTUNITY RELATIONS
 Arthur Lucas, x 45304, Angela Elder, x 45302

KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY
 101 SEA HERO ROAD, SUITE 110 (573-7925) 800-542-2667
persdeferredcomp@ky.gov

EXEC DIR'S OFFICE INVESTMENT & RECORDS
 Robert C. Brown, Sandi Whitaker
 Pat Goodlett, Tracy Adams
 Chris Helvey, Leanne Barger
 Neal Lanham, Diane Collins
 Timothy Lanham, Amanda Hansel
 Claudia Morton, Barbara Hedrick
 Connie Smith, Amy Mosby
 Susan Pardi

PAYOUT COUNSELING PARTICIPANT SERVICES
 Eric Simpson, Jean Henning
 Julie Gordon, Sandra Baker
 Julia Holbrook, Floyd Boler
 Kelley Peach, Mary Brouse
 April Smyth, Nida Clary
 Kristey Warfield, Carrie Howard
 Donna Towles

DEPARTMENT FOR PERSONNEL ADMINISTRATION
COMMISSIONER'S OFFICE, 3rd Floor (4-7571)
 Carla Hawkins, Tonya Smith, x 47571
 Barbara Barnes, Charles Wells, x 46061

DIVISION OF EMPLOYEE MANAGEMENT
DIRECTOR'S OFFICE, 3rd Floor (4-6464)
 Mary Elizabeth Harrod, x 46619, Stephanie Carpenter, x 46616
 Larry Gillis, 46618, Myrissa Patton, x 46624

PROCESSING & RECORDS CLASS & COMP (4-5300)
 (4-6873) Jim Lambert, x 46832
 Carolyn Bruce, x 46657, Peggy Brady, x 46819
 Pam Brookman, x 46656, Carla Gray, x 46825
 Lisa Case, x 46665, Phyllis Harris, x 46826
 Sandra Darneal, x 46666, Vickie Hatchel, x 46831
 Dena McGuire, x 46669, Dawn Moreland, x 46851
 Mike Rice, x 46672, Terry Sullivan, x 46859
 Paula Round, x 46670, Mark Thompson, x 46865

PAYROLL (4-6883)
 Yvonne Richmond, x 46718
 Karen Blackburn, x 46701
 Gail Cooper, x 46709
 Shannan Goodrich, x 46711
 Greg McGaughey, x 46714
 Dana Pitcock, x 46715

PERSONNEL CABINET TELEPHONE LISTING, APRIL 2008

DIVISION OF STAFFING SERVICES DIRECTOR'S OFFICE, 1st Floor (4-6920)

Barbara Barnes, 45173
Martha Sherrow, x 45191

Phillip Franz, (4-8030) x 45299

APPLICANT PROCESSING (4-8030)

Denise Jones, x 45225
Jena Brawner, x 45221
Denice Driver, x 45223
Roger Riddell, x 45150
Lisa Shelton, x 45240
Becky Singleton, x 45248
Flo Warner, x 45264
Theresa Wood, x 45266

EMPLOYMENT COUNSELING (4-8030)

Karen Neeley, x 45291
Shona Alderson, x 45268
Claude Anderson, x 45269
Todd Baggarly, x 45270
Scotty Barker, x 45271
Linda Brown, x 45272
Carolyn Gray, x 45275
Debbie Hatfield, x 45298
Mark Kennedy, x 45295
Rose Nipp, x 45292
David Onkst, x 45293
Maureen Travers, x 45294

STAFFING ANALYSIS (4-8030)
Stuart Clark, x 45148
Marilyn Marshall, x 45276

RECRUITMENT (4-8030)
Kimberly Roush, x 45139

REGISTER, (4-8030)

Rick Davis, x 45197
Katharine Barber, x 45146
Roberta Brownlee, x 45192
Cheri Chambers, x 45195
Sharen Fogle, x 45202
Kay Goodwin, x 45203
Sharon Smither, x 45207
Kay Wallace, x 45214
Lucy Wheeler, x 45220

DIVISION OF HUMAN RESOURCE PROJECTS DIRECTOR'S OFFICE, 3rd Floor (4-4690)

Brenda Brown, x 46614

Rebecca Greenwell, x 45948

KHRIS PROJECT (4-4690)

Michele Kays, x 46584
Rebecca Billings, x 46579
Randy Denney, x 45121
Toni Donoho, x 46561
Latonia Dooley, x 46577
Kimberly Hatter, x 45124
Dera Lindsay, x 45588
Connie Page, 46585
Robbie Perkins, x 45127
Neil Popplewell, x 45140
Beth Rangel, x 46603
Debra Weber, x 45589
Rebecca Whitaker, x 45144
David White, x 46700
Laurie Wilson, x 46579

IDMS

Matthew Butts, x 45612
David Kaelin, x 45612
James Mitchell, x 45906
Paige Gottlieb, x 45906

CONTRACTORS

Charu Barapatrey, x 46650
Cindy Brinsmaid, x 45994
Nitin Fuldeore, x 46494
Richard Gee, x 46689
Sandya George, x 45991
Bruce Greenfield, x 45993
Eric Herron, x 45992
Wayne Holstein, x 46694
John Jacobson, x 45994
Bill Janssen, x 45985
Francis Kasu x
Kelly Koenig, x 46562
Christine Lee, x 59344
Michelle Levengood, x
Brent McGilberry, x 46196
Siva Mariyappan, x 46537
Randy Meek, x 45583
Venkat Mondreti, x 45980
Meyyappan Narayanan, x 45990
Ulli Neuwirth, x 45529
Linkin Periera, x 46494
Rod Rayment, x 45994
Pradha Saradhi, x 45942
Patricia Schaffer, x 46695
Larry Sekel, x 46448
Pooja Shah, x
Rajan Shetye, x 45942
Richard Shippley, x 46574
Jeff Stoddard, x 46531
Glen Tuggle, x 45563
Bill Whitham, x 46552

SPECIAL PROJECTS (1st Floor)

James Koontz, 46599
Lisa Jeffrey, x 46713
Steve King, x 45529
Hong Lin, x 45986
Aaron McNulty, x 45919
Emily Parr, x 46600
Rhonda Phillips, x 49822
Brandon Short, x 46604
Angie Taulbee, x 47107

SYSTEMS MANAGEMENT (4-0198)

Lisa Rowe, x 45935
George Gamble, x 45944
Travis Humphries, x 45920
Jason Ritter, x 45925
James Ross, x 45928
Jason Rowland, x 45918
Susan Stinnett, x 45936
Beverly Wilhoite, x 45943
Server Room, x 45171

DEPARTMENT FOR EMPLOYEE INSURANCE (DEI) COMMISSIONER'S OFFICE, 2nd Floor (4-0358)

Fred Nelson
Erle Poston

Sharley Hughes, x 45488
Tammy McNew, x 45494

DIVISION OF INSURANCE ADMINISTRATION DIRECTOR'S OFFICE (4-0358)

Reina Diaz-Dempsey, x 45513

MEMBER SERVICES (4-6534)

888-581-8834
Linda Cloud, x 45656
Christie Burkhead, x 45610
Sherry Davis, x 45611
Cindy Dempsey, x 45518
Merla Graves, x 45626
Lynn Jones, x 45654
Clara Serafini, x 45643

ENROLLMENT INFORMATION (4-1205)

Nancy Knight, x 45530
Kim Collins, x 45532
Kimberly Dennis, x 49638
Mamatha Kotha, x 45554
Philip Luckett, Sr., x 45534
Teresa Shipley, x 45545
Jeffrey Wiley, x 45556
Christina Winans, x 45558

DIVISION OF FINANCIAL & DATA SERVICES DATA ANALYSIS (4-7101)

Cindy Stivers, x 46730
Paula Chisholm, x 46723
Bruce Cottew, x 46732
Vickie Poole, x 46724

FINANCIAL MANAGEMENT (4-9097)

Cindy Thomas, x 45710
Annette Berry, x 45666
Lori Elder, x 45667
Beth Gebhart, x 45713
Lea Howard, x 45668
Michelle James, x 45669
Michael Kolokowsky, x 45719
Lisa Momenpour, x 45676
Shellie Ott, x 45681
Alexa Perry, x 45682
Brenda Roark, x 45699
Jonathan Smith, x 45683
Irma Turner, x 45685

FLEXIBLE BENEFITS (4-0350)

Donna Cordler, x 45601
Debbie Fraley, x 45602
Mae Green, x 45603
Jerry Jones, x 46731
Hannah Stanfield, x 45608

Class & Comp (3 rd Flr)	FAX 564-0222
Deferred Comp	FAX 573-4494
DEI Commissioner/Member Services (2 nd Flr) ..	FAX 564-5278
DEI Enrollment Information (2 nd Flr)	FAX 564-1085
DEI Financial Management (2 nd Flr)	FAX 564-0715
DEI Flexible Benefits Branch (2 nd Flr)	FAX 564-0364
Employee Management, Dir's Office (3 rd Flr) ..	FAX 564-1823
Employee Relations (3 rd Flr)	FAX 564-4311
Governmental Services Center (KSU)	FAX 564-2732 / 564- 8056
KHRIS Projects (3 rd Flr)	FAX 564-1507
KEAP (Bush Building)	FAX 564-5189
Life Insurance (3 rd Flr)	FAX 564-4034
Personnel Admin., Comm's Off. (3 rd Flr)	FAX 564-9249
Processing & Payroll (3 rd Flr)	FAX 564-5826
Performance Mgmt (KSU)	FAX 564-2675
Secretary's Office (3 rd Flr)	FAX 564-7603
Staffing Services (Director's Office) (1 st Flr) ...	FAX 564-3588
Staffing Services (Register) (1 st Flr)	FAX 564-5414
Staffing Services (Emp. Counseling) (1 st Flr) ...	FAX 564-0512
Systems Management (3 rd Flr)	FAX 564-2274
Workers Comp (3 rd Flr)	FAX 564-9119
Canteen (1 st Flr)	227-2279
Facilities Management - Jennifer Fey	330-3392 (cell)
Frankfort Police Department	502-875-8582
Frankfort City Emer (Amb, Fire & Police)	911 / 502-875-8500
Kentucky State Police (Frankfort Post)	502-227-2221
Legal Conference Room 328A	502-564-3651
Personnel Admin. Conference Room 318	502-564-3654
SOB Front Desk Reception	564-5222
SOB Auditorium & 1 st Floor Training Rooms	Ashley.Evans@ky.gov
State Operator	800-222-5555 / 564-3130
Personnel Answer Line	564-8339/ 866-725-5463
Quick Copy	564-2670